



Emil Dale Academy
Partnership & Subcontracting Policy

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1. Introduction

1. This Partnership & Subcontracting Policy sets out the framework by which Emil Dale Academy ("EDA") enters into, manages, monitors and reviews formal partnership arrangements with external institutions for the delivery, validation or awarding of academic programmes.
2. The policy is designed to ensure that all partnership arrangements:
 - a. Support EDA's strategic aims, educational ethos and commitment to high-quality performing arts training;
 - b. Are transparent, robust and legally compliant;
 - c. Protect the academic standards, student experience and reputation of EDA and its partners; and
 - d. Meet the regulatory and quality assurance requirements of the relevant awarding, validating or funding bodies.
3. This policy applies to current partnerships with North Hertfordshire College and the University of Bedfordshire, and to any future partnerships of a similar nature.

2. Scope

4. This policy applies to all formal partnership, subcontracting or validation arrangements where:
 - a. EDA delivers teaching and learning on behalf of another institution;
 - b. Students are registered with a partner institution;
 - c. Qualifications are awarded or validated by a partner institution; and/or
 - d. The partner institution retains ultimate responsibility for academic standards, quality assurance and regulatory compliance.
5. This includes, but is not limited to:
 - a. BTEC Level 3 programmes delivered by EDA under subcontracting arrangements;
 - b. CertHE and BA (Hons) programmes delivered by EDA under validation agreements; and
 - c. Any future FE or HE partnership arrangements.

3. Key Principles

3.1 Strategic Alignment

6. All partnerships must align with EDA's mission, values and long-term strategic objectives. Partnerships will only be entered into where they demonstrably enhance educational quality, learner opportunity and institutional sustainability.

3.2 Quality and Standards

7. EDA is committed to maintaining high academic and professional standards. All partnership arrangements must:
 - a. Meet the academic frameworks, quality assurance processes and assessment regulations of the partner institution;
 - b. Comply with external regulatory requirements, including those set by Ofsted, the Office for Students, awarding organisations and funding bodies;
 - c. Be subject to appropriate internal and external quality monitoring, review and reporting.

3.3 Student Experience and Transparency

8. EDA will ensure that students are clearly informed, at enrolment and throughout the duration of their programme, of the respective roles and responsibilities of Emil Dale Academy and the partner institution. This includes clarity regarding:
 - a. The nature of the partnership arrangement;
 - b. Which organisation is responsible for delivery, assessment, registration and awarding;
 - c. The policies, procedures and regulations that apply to their programme;
 - d. The appropriate routes for complaints, appeals and academic or pastoral support; and
 - e. Which organisation is responsible for teaching, assessment, registration and awarding.

3.4 Compliance and Risk Management

9. All partnership arrangements must comply with applicable legal, regulatory and funding requirements, including safeguarding, equality, Prevent duty, data protection, health and safety and funding compliance obligations.
10. EDA will actively consider and manage reputational, financial, operational and academic risks associated with partnership working.
11. Any actual or potential conflicts of interest, regulatory concerns or matters that may adversely affect the reputation or standing of EDA or a partner institution must be declared promptly and escalated through appropriate governance channels.
12. Specifically, EDA will follow and review:
 - a. Relevant education funding rules and subcontracting guidance;
 - b. Data protection legislation (UK GDPR);
 - c. Safeguarding, equality, health & safety and Prevent duty requirements;
 - d. EDA's internal policies and procedures.
13. Risks associated with partnerships will be identified, monitored and mitigated through formal governance and review processes.

4. Partner Selection and Due Diligence

14. Prior to entering into, renewing or materially varying any partnership arrangement, Emil Dale Academy will undertake proportionate and documented due diligence in line with Office for Students (OfS) expectations, ESFA subcontracting principles (where applicable), and partner institutional frameworks.
15. Due diligence will normally include:
 - a. Confirmation of the partner institution's legal status, regulatory standing and awarding or validation powers;
 - b. Review of the partner's academic quality framework, external regulatory oversight and track record of partnership delivery;
 - c. Financial and organisational due diligence, proportionate to the scale and risk of the arrangement;
 - d. Assessment of reputational, academic, operational and compliance risks;

- e. Confirmation of alignment with EDA's strategic objectives and educational ethos.

16. Partnerships will only be approved where due diligence demonstrates that the arrangement is viable, compliant and in the best interests of students and the organisation.

4.1 North Hertfordshire College

17. In respect of partnerships with North Hertfordshire College, EDA recognises and aligns with the College's Partnership Strategy and approach to collaborative working. EDA will:

- a. Engage constructively with NHC's partnership development and review processes;
- b. Ensure that programme delivery supports NHC's strategic objectives relating to learner progression, employability, employer engagement and regional skills development;
- c. Cooperate with NHC's quality assurance, monitoring and audit requirements applicable to subcontracted provision.

4.2 University of Bedfordshire

18. In respect of partnerships with the University of Bedfordshire, EDA acknowledges the role of the University's Centre for Academic Partnerships (CAP) in overseeing collaborative provision. EDA will:

- a. Participate fully in the University's partner approval, review and renewal processes;
- b. Deliver programmes in accordance with the University's Academic Quality Framework and validation requirements;
- c. Support the University's objectives for widening participation, community engagement and inclusive student experience.

5. Roles and Responsibilities

5.1 Emil Dale Academy

19. EDA is responsible for:

- a. Delivering teaching, learning and assessment in accordance with agreed programme specifications;
- b. Employing suitably qualified and experienced staff who meet partner requirements;
- c. Complying with partner quality assurance, reporting and monitoring processes;
- d. Supporting student engagement, progression and wellbeing;
- e. Maintaining accurate records and data in line with contractual and regulatory requirements.

5.2 Partner Institutions

20. Partner institutions are responsible for:

- a. Student registration and enrolment;
- b. Academic oversight, quality assurance and external reporting;
- c. Awarding or validating qualifications;
- d. Providing applicable academic regulations, policies and student procedures;
- e. Ensuring compliance with regulatory and funding body requirements.

21. Roles and responsibilities will be set out in detail within the relevant Partnership Agreement or Service Level Agreement (SLA).

6. Financial Arrangements

22. All financial arrangements must be formally documented within a written agreement and may include:

- a. Tuition, validation or awarding fees payable to the partner institution;
- b. Any management, quality assurance or administrative fees retained by the partner;
- c. Payment schedules, invoicing arrangements and audit requirements;
- d. Responsibilities relating to public funding, where applicable.

23. Where EDA charges private sector fees alongside partner-validated provision, these arrangements will operate in accordance with EDA's Fee Payments, Debt Collection & Refunds Policy and the terms of the relevant partnership agreement.

7. Monitoring, Review and Termination

7.1 Ongoing Monitoring

24. EDA will monitor partnership arrangements through:

- a. Regular review meetings with partners;
- b. Monitoring of student outcomes, retention, progression and completion;
- c. Review of compliance with contractual, quality assurance and regulatory requirements;
- d. Engagement with partner audits, inspections and external quality review activity, including Ofsted inspections, ESFA or funding body audits, and Office for Students quality assurance processes, where applicable.

25. Monitoring arrangements will be proportionate to the scale, complexity and risk profile of the partnership.

7.2 Review

26. All partnerships will be subject to formal review at least annually, or more frequently where required by:

- a. Partner institutional policy;
- b. Office for Students, ESFA or awarding organisation guidance;
- c. Internal risk assessment or material change to provision.

27. For partnerships with North Hertfordshire College, reviews will take account of employability outcomes, employer engagement and alignment with local and regional skills priorities.

28. For partnerships with the University of Bedfordshire, reviews will align with the University's Centre for Academic Partnerships approval, review and continuation processes.

7.3 Termination, Continuity and Teach-Out

29. All partnership agreements will include clear provisions for termination, suspension or non-renewal, including defined notice periods and termination triggers.
30. In the event of termination or material change to provision, EDA will work with partner institutions to ensure appropriate student protection and continuity of study, including agreed teach-out arrangements where required. Such arrangements will be consistent with Office for Students expectations and aligned with EDA's Business Continuity Plan and Student Protection Plan.

8. Governance, Legal Status and Review of this Policy

8.1 Relationship to Partnership Agreements

31. This Policy sets out EDA's overarching framework and principles for partnership working. Where there is any conflict between this Policy and a legally binding Partnership Agreement, Memorandum of Agreement, Subcontract or Service Level Agreement, the terms of the legally binding agreement shall take precedence.

8.2 Governance and Oversight

32. Oversight of partnership arrangements sits with EDA's senior leadership team and Owner, supported by the Business, Compliance & Strategy Manager.
33. Material risks, compliance concerns or significant changes to partnership arrangements will be escalated through appropriate governance structures.

8.3 Policy Review

34. This Policy is approved by the EDA Owner and will be reviewed at least annually, or sooner where required by changes in legislation, regulation, funding arrangements or partnership activity.

Document Control

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
01	21 st January 2026	July 2026	Sarah Moore	First issue